

EEOP Short Form



Fri Dec 16 08:56:07 EST 2011

Step 1: Introductory Information

Grant Title:	Enhancing Residential Sexual Behavior Treatment & Re-entry Programming for Maine's Youth	Grant Number:	2008-DD-BX-0005
Grantee Name:	Maine Department of Corrections	Award Amount:	\$574,628.00
Grantee Type:	State Government Agency		
Address:	#111 State House Station Augusta, Maine 04333		
Contact Person:	Troy Varney	Telephone #:	207-441-0179
Contact Address:	#111 State House Station Augusta, Maine 04333		
DOJ Grant Manager:	Jacqueline O'Reilly	DOJ Telephone #:	202-514-5024

Grant Title:	Maine Diversion and Re-entry Project	Grant Number:	2007-MO-BX-0022
Grantee Name:	Maine Department of Corrections	Award Amount:	\$249,913.00
Grantee Type:	State Government Agency		
Address:	#111 State House Station Augusta, Maine 04333		
Contact Person:	Troy Varney/Cindy Brann	Telephone #:	207-441-0179
Contact Address:	#111 State House Station Augusta, Maine 04333		
DOJ Grant Manager:		DOJ Telephone #:	

Grant Title:	Communities for Children & Youth College Community Mentoring Project	Grant Number:	2008-JU-FX-0018
Grantee Name:	Maine Department of Corrections	Award Amount:	\$498,737.00
Grantee Type:	State Government Agency		
Address:	#111 State House Station Augusta, Maine 04333		
Contact Person:	Erin Frati	Telephone #:	207-287-3708
Contact Address:	#111 State House Station		

Augusta, Maine
04333

DOJ Grant Manager: Stephanie Burroughs **DOJ Telephone #:** 202-514-9012

Grant Title: State Criminal Alien Assistance Program (SCAAP) **Grant Number:** 2009-AP-BX-0420

Grantee Name: Maine Department of Corrections **Award Amount:** \$117,959.00

Grantee Type: State Government Agency

Address: #111 State House Station
Augusta, Maine
04333

Contact Person: Ellis King **Telephone #:** 207-287-4342

Contact Address: #111 State House Station
Augusta, Maine
04333

DOJ Grant Manager: Joe Husted **DOJ Telephone #:** 202-353-4411

Grant Title: Maine Statistical Analysis Center-2009 **Grant Number:** 2008-BJ-CX-K034

Grantee Name: Maine Department of Corrections **Award Amount:** \$99,844.00

Grantee Type: State Government Agency

Address: #111 State House Station
Augusta, Maine
04333

Contact Person: Ellis King **Telephone #:** 207-287-4342

Contact Address: #111 State House Station
Augusta, Maine
04333

DOJ Grant Manager: Stephanie Burroughs **DOJ Telephone #:** 202-514-9012

Grant Title: State Wide Crime Victimization Survey & Performance Management **Grant Number:** 2010-BJ-CX-K017

Grantee Name: Maine Department of Corrections **Award Amount:** \$74,994.00

Grantee Type: State Government Agency

Address: #111 State House Station
Augusta, Maine
04333

Contact Person:	Ellis King	Telephone #:	207-287-4342
Contact Address:	#111 State House Station Augusta, Maine 04333		
DOJ Grant Manager:	Stephanie L. Burroughs	DOJ Telephone #:	202-514-9012

Grant Title:	FY09 Title II Formula Grants Program	Grant Number:	2009-JF-FX-0004
Grantee Name:	Maine Department of Corrections	Award Amount:	\$600,000.00
Grantee Type:	State Government Agency		
Address:	#111 State House Station Augusta, Maine 04333		
Contact Person:	Kathryn McGloin	Telephone #:	207-287-1923
Contact Address:	#111 State House Station Augusta, Maine 04333		
DOJ Grant Manager:	Ricco Hall	DOJ Telephone #:	202-616-3807

Grant Title:	FY10 Title II Formula Grants Program	Grant Number:	2010-JF-FX-0003
Grantee Name:	Maine Department of Corrections	Award Amount:	\$600,000.00
Grantee Type:	State Government Agency		
Address:	#111 State House Station Augusta, Maine 04333		
Contact Person:	Kathryn McGloin	Telephone #:	207-287-1923
Contact Address:	#111 State House Station Augusta, Maine 04333		
DOJ Grant Manager:	Ricco Hall	DOJ Telephone #:	202-616-3807

Grant Title:	Juvenile Accountability Block Grant	Grant Number:	2009-JB-FX-0030
Grantee Name:	Maine Department of Corrections	Award Amount:	\$3,718,000.00
Grantee Type:	State Government Agency		
Address:	#111 State House Station Augusta, Maine 04333		

Contact Person:	Kathryn McGloin	Telephone #:	207-287-1923
Contact Address:	#111 State House Station Augusta, Maine 04333		
DOJ Grant Manager:	Ricco Hall	DOJ Telephone #:	202-616-3807

Grant Title:	FY10 Title V Community Prevention Program	Grant Number:	2010-JP-FX-0030
Grantee Name:	Maine Department of Corrections	Award Amount:	\$84,945.00
Grantee Type:	State Government Agency		
Address:	#111 State House Station Augusta, Maine 04333		
Contact Person:	Kathryn McGloin	Telephone #:	207-287-1923
Contact Address:	#111 State House Station Augusta, Maine 04333		
DOJ Grant Manager:		DOJ Telephone #:	

Grant Title:	Justice and Mental Health Collaboration	Grant Number:	2007-MO-BX-0022
Grantee Name:	Maine Department of Corrections	Award Amount:	\$249,913.00
Grantee Type:	State Government Agency		
Address:	#111 State House Station Augusta, Maine 04333		
Contact Person:	Troy Varney/Cindy Brann	Telephone #:	207-441-0179
Contact Address:	#111 State House Station Augusta, Maine 04333		
DOJ Grant Manager:	Nikisha Love-Weaver	DOJ Telephone #:	202-616-8241

Policy Statement:

The Maine Department of Corrections is committed to the principles and practices of equal employment opportunity. As a public agency, the Department is an instrument of the taxpayers of Maine and has an obligation to provide fair and effective services to the public. This service requires ensuring all individuals the right to work and advance based on merit, ability and potential, free from unlawful intimidation and harassment based on sex, race, color, religion, national origin, age, marital status, physical or mental disability, sexual orientation, whistleblower activity or previous assertion of a claim or right under the Maine Workers Compensation Act. The Department of Corrections shall continue to pursue a policy of non-discrimination in all employment actions, practices, procedures and conditions of employment. The

Department advocates meaningful programs to assist in creating and developing a diverse, high quality work force, and for a workplace where differences are respected and valued, and all employees have the support and the opportunity to realize their full potential.

Step 4b: Narrative Underutilization Analysis

The EEO Office of the Maine Department of Corrections has reviewed the Utilization Analysis (comparing the Departments workforce to the relevant labor market), and noted the following:

Officials/Executives: Females are underutilized by 6% in this category. This is an improvement from the last plan by 3%.

Of note, the first female warden at the maximum security prison was hired since the last EEO plan.

Professionals: Females are underutilized by 15% in this category. This is an improvement from the last plan by 2%.

Technicians: Females are underutilized by 61% in technical positions. This category raises concerns regarding inclusion of women, but resists statistical review because it accounts for only 8 positions throughout the Department or six-tenths of one percent of the Departments workforce.

Protective Services-Sworn: This category no longer indicates underutilization.

Since the last EEO plan, the first female criminal investigator was hired. Not all positions in this category are actual sworn officers, they are a closer match to the positions listed in this category in the 2000 census tabulation data.

Protective Services-Non Sworn: There are no positions in this category.

Administrative Support: There is no underutilization of females in this category. Males are underutilized by 18%.

Skilled Craft: Females are underutilized in this category by 3%. This is an improvement from the last plan by 3%.

Service/Maintenance: Females are underutilized in this category by 12%. This is an improvement from the last EEO plan when the underutilization was 16%.

While Statewide hiring freezes continue to keep new hires to a minimum, some progress has been made in all categories (with the exception of technicians) in the underutilization of females.

Step 5 & 6: Objectives and Steps

1. 1. Encourage white and minority females to apply for vacancies in the Professionals job category and the Officials/Executives, Technicians, Skilled Craft and Service/Maintenance Categories

- a. The EEO Coordinator will conduct an analysis of the types of positions in these job categories to determine where underutilization is concentrated and will explore options to reduce the imbalance.
- b. Continue to use expanded certifications for women where women are underutilized and for minority applicants in all categories. This process broadens the pool of candidates for interviews to include a greater number of female and minority applicants. The EEO Coordinator will monitor this process.
- c. Work with individual facilities to develop a process for Direct Hire positions in these job categories which is equivalent to the Expanded Certification process for Civil Service Competitive positions.

2. 2. Review recent Human Resource strategies in an effort to retain female employees in Protective-Sworn job category.

- a. EEO Coordinator will review exit interviews of terminating employees with the Director of Human Resources to identify any systemic issues which may impact retention of female employees.
- b. EEO Coordinator will review findings from 2011 climate surveys at Maine State Prison to identify issues which may impact hiring and retention of female and minority employees.

3. 3. Identify and remove barriers in the recruitment process that may result in excluding females in the Protective Services- Sworn job category, as well as in the Professionals, Officials/Executives, Technicians, Skillet Craft and Service/Maintenance job categories.

- a. Review hiring practices in each correctional facility to determine if practices exist, such as job requirements that are not essential. Eliminate those practices which create barriers to employment.

Step 7a: Internal Dissemination

1. The Commissioner of the Department of Corrections will formally announce this affirmation of equal employment opportunity and distribute copies of the EEOP to departmental administrators.

2. The EEO Coordinator will distribute copies of the EEOP to all correctional facilities and regional community offices and locations of the Department of Corrections.
3. The EEO Coordinator will inform all Departmental Personnel Officers of their responsibilities under this EOP in writing and will be provided a copy of the plan.
4. The EEOP will be posted on the Department's website and written notification of the posting will be sent to all Departmental employees.
5. Printed copies of the EEOP will be maintained in the office of the Department's EEO Coordinator.

Step 7b: External Dissemination

1. The EEOP will be posted on the Department's public website for any member of the public to access and download.
2. Copies of the EEOP will be provided to each labor union representing Department employees.
3. Copies of the EEOP will be provided to the Maine State Library.
4. A copy of the EEOP will be provided to the Maine Human Rights Commission.
5. The Department will continue to incorporate an equal opportunity clause, as required by the Code of Fair Practices and Affirmative Action, in all purchase orders, contracts, leases, and other legal documents as appropriate.

Utilization Analysis Chart
Relevant Labor Market: Maine

Job Categories	Male							Female						
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Officials/Administrators														
Workforce #/%	47/64%	0/0%	1/1%	0/0%	0/0%	0/0%	0/0%	25/34%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	49,815/58%	270/0%	145/0%	135/0%	160/0%	10/0%	85/0%	34,760/40%	165/0%	70/0%	115/0%	115/0%	10/0%	85/0%
Utilization #/%	6%	-0%	1%	-0%	-0%	-0%	-0%	-6%	-0%	-0%	-0%	-0%	-0%	-0%
Professionals														
Workforce #/%	159/56%	2/1%	1/0%	1/0%	1/0%	0/0%	1/0%	119/42%	1/0%	0/0%	0/0%	1/0%	0/0%	0/0%
CLS #/%	46,635/41%	395/0%	245/0%	180/0%	465/0%	4/0%	185/0%	65,405/57%	400/0%	185/0%	200/0%	445/0%	15/0%	95/0%
Utilization #/%	15%	0%	0%	0%	-0%	-0%	0%	-15%	0%	-0%	-0%	-0%	-0%	-0%
Technicians														
Workforce #/%	8/100%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	5,565/37%	40/0%	20/0%	50/0%	15/0%	10/0%	10/0%	9,280/61%	29/0%	25/0%	25/0%	70/0%	10/0%	20/0%
Utilization #/%	63%	-0%	-0%	-0%	-0%	-0%	-0%	-61%	-0%	-0%	-0%	-0%	-0%	-0%
Protective Services: Sworn														
Workforce #/%	655/85%	5/1%	9/1%	4/1%	3/0%	0/0%	1/0%	89/12%	1/0%	1/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	7,250/88%	35/0%	10/0%	65/1%	0/0%	0/0%	10/0%	860/10%	4/0%	15/0%	0/0%	0/0%	0/0%	15/0%
Utilization #/%	-2%	0%	1%	-0%	0%	0%	0%	1%	0%	-0%	0%	0%	0%	-0%
Protective Services: Non-sworn														
Workforce #/%	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/	0/
Civilian Labor Force #/%	405/44%	8/1%	0/0%	4/0%	10/1%	0/0%	0/0%	440/48%	10/1%	0/0%	20/2%	10/1%	0/0%	4/0%
Utilization #/%														
Administrative Support														
Workforce #/%	8/12%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	60/88%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	45,500/30%	335/0%	300/0%	175/0%	140/0%	25/0%	85/0%	103,510/68%	640/0%	395/0%	460/0%	435/0%	25/0%	250/0%
Utilization #/%	-18%	-0%	-0%	-0%	-0%	-0%	-0%	20%	-0%	-0%	-0%	-0%	-0%	-0%

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Skilled Craft														
Workforce #/%	29/94%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	1/3%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	68,610/92%	235/0%	195/0%	300/0%	160/0%	10/0%	110/0%	4,610/6%	20/0%	15/0%	25/0%	60/0%	4/0%	55/0%
Utilization #/%	1%	-0%	-0%	3%	-0%	-0%	-0%	-3%	-0%	-0%	-0%	-0%	-0%	-0%
Service/Maintenance														
Workforce #/%	25/69%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%	11/31%	0/0%	0/0%	0/0%	0/0%	0/0%	0/0%
CLS #/%	106,515/54%	795/0%	600/0%	685/0%	770/0%	35/0%	295/0%	84,205/43%	495/0%	195/0%	680/0%	945/0%	35/0%	200/0%
Utilization #/%	15%	-0%	-0%	-0%	-0%	-0%	-0%	-12%	-0%	-0%	-0%	-0%	-0%	-0%

Significant Underutilization Chart

Job Categories	Male						Female							
	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races	White	Hispanic or Latino	Black or African American	American Indian or Alaska Native	Asian	Native Hawaiian or Other Pacific Islander	Two or More Races
Professionals								✓						
Protective Services: Sworn	✓													
Administrative Support	✓													

I understand the regulatory obligation under 28 C.F.R. 42.301-.308 to collect and maintain extensive employment data by race, national origin, and sex, even though our organization may not use all of this data in completing the EEOP Short Form.

I have reviewed the foregoing EEOP Short Form and certify the accuracy of the reported workforce data and our organization's employment policies.

Joseph Ponte Commissioner 12-16-11
[signature] [title] [date]